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Welcome to the Virginia WOTC Online System

Since its enactment by Congress in 1997, the **Work Opportunity Tax Credit (WOTC) Program** has been integral to the creation of jobs by giving employers a tax credit when they hire qualified individuals who consistently face significant barriers to employment.

This Federal tax credit incentive program enables the new hires to gradually move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers, while participating employers are compensated by reducing their federal income tax liability.

The **Virginia WOTC Online System** is used by private sector businesses (“Employers”) and companies who act as Employer Agents (“Consultants”) under a power of attorney (POA) contract. The VA WOTC Online System allows these employers and their consultants to submit tax credit applications online, track the status of submitted applications, print Certificates and correspondence from VA WOTC Program Staff (Needs and Denials), and view power of attorney (POA) status.

Tips: Before You Begin

Important User Recommendations!

Please read this list before you begin using the Virginia WOTC Online System.

- Internet Explorer, Version 7, is the recommended browser and version.
- The ideal page resolution is 1024 x 768 pixels.
- Do *not* use Internet Explorer's Back and Forward options to move from screen to screen; this may cause unpredictable results.
- Use the scroll bars to move the page up, down, left and right.
- Disable the Internet Explorer Pop-Up Blocker and any pop-up block plug-ins (Yahoo or Google toolbar, MSN Pop Up Blocker or XP SP 2 Pop Up Blocker).
- Using the Plugin available from Google can cause unpredictable results in the system. To avoid this, disable the Autofill feature in the Google Plugin.
- If you are still logged in and move to another site (without opening a new window), you will remain logged in for an hour. If you close your browser without logging out, the system automatically logs you out. The system also automatically logs you out if you have been *inactive* for more than an hour. In this context, *activity* includes such actions as saving entered information, refreshing a screen, moving to a new screen and opening a new window. It *does not* include entering text or moving the mouse. When the system automatically logs you out, any unsaved data is lost ('unsaved' means no confirmation message displayed).

Requesting a User Account

To obtain access to the Virginia WOTC Online System, you must first request an account. When your Account Request is accepted, the options available to you are based on your account type:

Employer

- Application Entry (enter tax credit applications)
- Case Search (find employee case records)
- POA Search (view the POA status between the Employer and a Consultant, if applicable)
- Printing (print denial letters, needs letters and certificates)

Consultant

- Application Entry (enter tax credit applications)
- Bulk Applications (allows the transmission of multiple applications)
- Case Search (find employee case records)
- POA Search (view the POA status between Employers and the Consultant)
- Printing (print denial letters, needs letters and certificates)

Get Help: View the Tutorials

Tutorials assist you in becoming oriented to the various functions available in the VA WOTC Online System.

- The **Login Tutorial** on this page (below the User Name and Password fields) shows you how to Request an Account and Login.
- When your account is approved, **My Tutorial** is available on the VA WOTC Online System menu to help you with tasks specific to your account type.

For detailed information about the WOTC Program, contact us by calling **804-786-2887**, emailing vec@vaworkforce.com or visit our website at [VA WOTC](#).

Request a VA WOTC Employer Account

A basic profile of a WOTC-qualified Employer includes:

- It is a business operating in the state of Virginia who pays federal income tax.
- Its employees may or may not live in the state of Virginia.
- It agrees to comply with federal requirements.
- It is willing to hire from the twelve (12) WOTC target groups. To review target group information, go to <http://www.doleta.gov/business/incentives/opptax/eligible.cfm>.

General Employer Guidelines for WOTC include:

- There is no limit as to the size of the Employer company; there can be as few as one employee.
- There is no limit to the number of employees for which the Employer applies and receives tax credit certificates.

Additional criteria pertain to the Employee/Employer:

- The employee cannot have been previously employed by the employer (with the same FEIN).
- The employee may not be a member of the employer's family.
- The employer may receive only one tax credit for each employee submission.

The Virginia WOTC Online System assists the Employer in applying for this tax credit.

Legal Forms Holder Designation

As you complete the Request Account process, you are asked to respond whether or not your company will be the **legal forms holder**. A legal forms holder must be designated to file ("hold") original signature documents (IRS Form 8850, ETA Form 9061 and any supporting documentation) for a period of five years from the year that the employer uses the tax credit. *Only the legal forms holder is permitted to submit completed applications via the VA WOTC Online System:*

- When your company is designated as the legal forms holder, you are authorized to enter data from original signature documents and submit this information electronically to the VA WOTC Program Coordinator. Your company must retain any documentation required to support the validity of the application.
- *If you do not choose to be designated as the legal forms holder, you will not submit data electronically, but you can utilize the online Virginia WOTC system to enter data and print documents. Send the original signature documents (IRS Form 8850, ETA Form 9061, and any supporting documentation) to the Virginia WOTC Program Coordinator.*

VA WOTC Correspondence and Printing

Needs

If supporting documentation is required for a tax credit application, VA WOTC Program staff will issue a Needs Letter. An Email Notification (providing the Case Number of the tax credit application) is sent to all User Accounts associated with the Company. The Needs Letter may then be printed by logging in to the Virginia WOTC Online System and either retrieving the individual application via Case Search, or by using the Printing option for Needs. The Needs Letter provides details on how to send (mail or fax) the supporting documentation needed to process the application.

Denials

When a tax credit application has been denied by Virginia WOTC Program staff, the Denial Letter may be printed by logging in to the Virginia WOTC Online System and then either retrieving the individual application via Case Search, or by using the Printing option for Denials.

It is your right to appeal a Denial determination. Attach the Denial Letter as a cover sheet to your request for reconsideration along with any additional documentation, and submit it via fax or mail to the VA WOTC Program Coordinator. Acceptable documentation for verification of eligibility is included on Pages 3 & 4 of the ETA Form 9061 (August 2009). If a request for reconsideration is not received within one (1) year from the Denial Date listed above, or date of this notification (whichever is later), this determination becomes final and the case will be permanently closed. You must retain the Denial Letter for your records.

Certificates

When a tax credit application has been approved and certified by Virginia WOTC Program staff, the tax credit certificates may be printed by logging in to the Virginia WOTC Online System and then either retrieving the individual application via Case Search, or by using the Printing option for Certificates.

Request a VA WOTC Consultant Account

A basic profile of a WOTC-qualified Consultant includes:

- It is a company with a current legal binding contract, a Power-of-Attorney (POA), with one or more for-profit employers who are doing business in the state of Virginia and who pay federal income tax.
- It may or may not reside in Virginia.
- It agrees to comply with federal requirements.
- It is familiar with the twelve (12) WOTC target groups. To review target group information, go to

<http://www.doleta.gov/business/incentives/opptax/eligible.cfm>.

The responsibilities of a WOTC Consultant include:

- The Consultant collects and reviews the employer's paperwork prior to submitting the application to the VA WOTC Program in a timely manner.
- The Consultant receives an Email Notification and prints a Needs Letter requesting supporting documentation on a specific tax credit application. The Consultant obtains the supporting documentation by contacting the employer and/or accessing government websites. Upon request, the Consultant submits the supporting documentation to the VA WOTC Program staff in order to complete processing of the application.
- The Consultant receives or prints Denial Letters. The consultant reviews the Denial letters. If any of the letters were issued due to lack of supporting documentation, the Consultant will make a final attempt to collect that documentation and resubmit the application for certification.
- The Consultant receives or prints Certificates. The Certificates are forwarded to the Employer.

The **Virginia WOTC Online System** assists Consultants in applying for this tax credit on behalf of one or more Employers.

Legal Forms Holder Designation

As you complete the Request Account process, you are asked to respond whether or not your company will be the **legal forms holder**. A legal forms holder must be designated to file ("hold") original signature documents (IRS Form 8850, ETA Form 9061 and any supporting documentation) for a period of five years from the year that the employer uses the tax credit. *Only the legal forms holder is permitted to submit completed applications via the VA WOTC Online System:*

- When your company is designated as the legal forms holder, you are authorized to enter data from original signature documents and submit this information electronically to the VA WOTC Program Coordinator. Your company must retain any documentation required to support the validity of the application.
- If you do not choose to be designated as the legal forms holder, you will not submit data electronically, but you can utilize the online Virginia WOTC system to enter data and print documents. Send the original signature documents (IRS Form 8850, ETA Form 9061, and any supporting documentation) to the Virginia WOTC Program Coordinator.*

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Certificates

When a tax credit application has been approved and certified by Virginia WOTC Program staff, the tax credit certificates may be printed by logging in to the Virginia WOTC Online System and then either retrieving the individual application via Case Search, or by using the Printing option for Certificates.

Login to the VA WOTC Online System and Navigate Your Features

Welcome!

When you have completed the Request Account steps *and* received the second email from VA WOTC Program Staff indicating you have been approved, you are ready to log in and begin using the VA WOTC Online System.

Remember to first review the Tips recommendations for the best environment in which VA WOTC should be run; especially be sure to disable any pop-up blockers.

Login and Navigation

This topic guides you through these features:

- Login
- Forgot Password
- Your Profile (Modify Profile, Change Password, Change Security Question)
- Navigation Menu: Your Options



Work Opportunity Tax Credit Online System

Request Account

[<< Go to Login](#)

Welcome to the WOTC Account Request Process

By completing this process, you request an account to access the automated WOTC system.

You will be given the opportunity to designate your company as the legal forms holder of original signature documents.

A legal forms holder must be designated to hold (maintain) original signature documents (IRS 8850, ETA 9061 and any supporting documentation) for a period of five years from the year that the tax credit is filed by the employer.

When your company is designated as the legal forms holder, you are authorized to enter data from original signature documents and submit this information electronically to the KY WOTC Program Coordinator no later than 28 business days after the employee's Start-to-Work date. The electronic submission date for each application serves as its postmark date.

If you do not choose to be designated as the legal forms holder, you will not submit data electronically, but you can utilize the automated WOTC system to enter data and print documents. Send the original signature documents (IRS 8850, ETA 9061, and any supporting documentation) to the Virginia WOTC Program Coordinator (address below), postmarked no later than 28 business days after the employee's Start-to-Work date.

Virginia Employment Commission
WOTC Program - Room 209
P. O. Box 1358
Richmond, VA 23218-1358

Please enter the Federal Tax ID (FEIN) used to submit Tax Credit Forms

Federal Tax ID *



[Next](#)

[Next](#)



Work Opportunity Tax Credit Online System

Request Account

[<< Go to Login](#)





No Company was found that matches the FEIN you entered. Please review your entry.

- If it is incorrect, click Previous to enter your company's correct FEIN.
- If the FEIN is correct, enter your Company information in the fields below. Scroll down to carefully read the Legal Forms Holder Designation statement. If you choose to be the Legal Forms Holder, check the box and click Next.

Company Information

(*) Required Fields

Federal EIN: 99-0000000

Client Type: * - Select One  

Company: *	
------------	--

Address:

Address Line 1: *

City: *

State: * - Select One

ZIP Code: * _____

Phone/Fax:

Phone: _____

Extension:

Fax: _____

Next

http://localhost/WOTC/Account Work Opportunity Tax Credit Online System

Request Account

[Go to Login](#)

Account Information

(*) Required Fields

User Information

First Name: *

Middle Name:

Last Name: *

Phone: *

Extension:

Fax:

Account Details:

User Name: * ⓘ

Password: * ⓘ

Confirm Password: *

E-Mail: * ⓘ

Security Question: * ▼

Security Answer: *

[Next](#)

← → http://localhost/WOTC/Account Work Opportunity Tax Credit Online System

Virginia Employment Commission

Request Account

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Account Information

(*) Required Fields

User Information

First Name: *

Middle Name:

Last Name: *

Phone: *

Extension:

Fax:

Account Details:

User Name: * ⓘ

Password: * ⓘ

Confirm Password: *

E-Mail: * ⓘ

Security Question: * ▼

Security Answer: *

[Next](#)



Work Opportunity Tax Credit Online System

Request Account

[<< Go to Login](#)

Congratulations!

Your Account Request is now pending WOTC staff approval. You will receive an email at djackn3@gmail.com confirming receipt of this request.

Upon account approval, you will receive an email at djackn3@gmail.com with further information and be able to use your User Name and Password to log in at that time.

We invite you to use the **Account Request and Login Tutorial** (under the login fields) to become acquainted with the login process.



Welcome to the Virginia WOTC Online System

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How to Get Started

To obtain access to the Virginia WOTC Online System, you must first request an account. When your Account Request is accepted, the options available to you are based on your account type:

Sign in

User Name:

Password:

Login

[Forgot Password](#)

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- Enter login
- Enter password
- Click Submit

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Virginia WOTC Online System

Messages and News

Employers hiring individuals who face barriers to employment (those who participate in specific Federal assistance programs) can realize a significant savings in their Federal tax liability by taking advantage of the Virginia WOTC Program.

The Virginia WOTC Online System provides an efficient means of submitting applications for WOTC certification. The Application Entry process includes entering employee and employer information from the completed and signed IRS Form 8850 and ETA Form 9061.

For help with the Virginia WOTC Online System, email WOTC@vec.virginia.gov

To view the Department of Labor's Work Opportunity Tax Credit Homepage, click [here](#).

Welcome to WOTC

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3

Welcome to the Message Area

Here, you can customize and post your messages to the customers, for a rapid and instant communication.

- 1 – Menu area : Start here for your available functions
- 2 - Message : Headlines for available messages
- 3 – Message Detail : Shows details of selected message

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Welcome to WOTC

Welcome to the Message Area

Here, you can customize and post your messages to the customers, for a rapid and instant communication.

Click on "MyProfile"

[Next](#)

Profile Information

[Change Password](#)[Change Security Question](#)[Close Page](#)

User Name: djackson

First Name *

Last Name *

Phone:

Ext:

E-Mail *

Make desired changes and click Update

[Next](#)

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Profile Information

Profile information changed successfully

[Change Password](#)

| [Change Security Question](#)

| [Close Page](#)

User Name: djackson

First Name *

Last Name *

Phone:

Ext:

E-Mail *

Upon confirmation, click Close Page

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Virginia WOTC Online System

Messages and News

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User Name: djackson

First Name *

Last Name *

Phone:


Ext:

E-Mail *

Click on "Change Security Question"

[Next](#)


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Change Security Question

Change Security Question and Answer

Current Password: *

Security Question: * 

Security Answer: *

Change

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Enter password
Select question from dropdown list
Enter answer
Click “Change”

[Next](#)

Change Security Question

Security Question and Answer changed successfully

Change Security Question and Answer

Current Password: *

Security Question: *

Security Answer: *

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User Name: djackson

First Name *

Last Name *

Phone:

Ext:

E-Mail *

Upon confirmation, click “Close Page”

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User Name: djackson

First Name *

Last Name *

Phone:

Ext:

E-Mail *

Click on "Change Password"

[Next](#)

Change Password

Enter old and new password

Old Password *

New Password: *

Confirm New Password: *

Change

Cancel

Enter current password
Enter new password
Confirm new password
Click "Change"

[Next](#)

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Change Password

Your password has been changed!

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Upon confirmation, Click on “Continue”

[Next](#)

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User Name: djackson

First Name *

Last Name *

Phone:

Ext:

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Click on "Close Page"

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Sign in

User Name:

Password:

Login

[Forgot Password](#)

[Request Account](#)

Click on "Forgot Password"

[Next](#)



[Sign in](#)

User Name:

Password:

[Forgot Password](#)

Welcome to the Virginia

Since its enactment by Congress in 1993, the **Work Opportunity Tax Credit (WOTC) Program** has been giving employers a tax credit when they hire individuals who consistently face significant barriers to employment.

This Federal tax credit incentive program encourages employers to gradually move from economic dependence on government assistance to earn a steady income and become self-sufficient. For participating employers are competitive in the marketplace and reduce their tax liability.

The **Virginia WOTC Online System** is designed for employers ("Employers") and companies who hire individuals ("Consultants"). The Va WOTC Online System allows employers and their consultants to enter tax credit applications, for legal forms holders to enter applications, print letters and certify applications, and for an attorney (POA) that may exist.

How to Get Started

To obtain access to the Virginia WOTC Online System, you must request an account. When your account is approved, you will be available to you are based on your account type:

Please type your account User Name in the field below:

9AHB9

Control Code (case sensitive)

Please type the Control Code in the field below:

Submit

Enter User Name

Enter Security Code provided

Click on "Submit"

Check mailbox for an email from VA WOTC

[Next](#)

Change Password

Security Code: *

The email from VA WOTC contains the following instructions, with a code specific to you. When you have copied the code, click the link and it takes you to this screen. Paste or type the code in this Security Code field.

Copy this code: qBFZGtu4oU

Click on this link:

<http://162.114.242.20//ChangeAccountPassword.aspx>

Enter the code listed above.

Answer the security question you chose when you requested your WOTC account.

Upon answering the question correctly, you will enter your new password.

Change Password

Security Code: *	<input type="text" value="qBFZGtu4ol/"/>
	Submit
In what city or town was your first job?	<input type="text"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
	<input type="button" value="Submit"/>

Answer security question
Enter new password
Confirm new password
Click on “Submit”

Change Password

Password Changed!!

Your password has been changed successfully. You can login to the WOTC online system by clicking the link below.

[Click here](#) to return to the Login page.

Upon confirmation, Click on “Click here”